



# ***JOB OPPORTUNITY***

## **CALIFORNIA DEPARTMENT OF INSURANCE**

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### **Associate Governmental Program Analyst**

**\$4,400 - \$5,508**

### **BUSINESS MANAGEMENT BUREAU SACRAMENTO**

Are you an individual seeking a challenging position, one that builds and compliments your current experience, and allows you to learn and grow? If you are, the Business Management Bureau (BMB) is seeking a motivated Associate Governmental Program Analyst to join the talented team at our Sacramento location.

**RESPONSIBILITIES:** Under the direction of the Contracts and Procurement Manager (Staff Services Manager I), this position is responsible for independently performing the more complex analytical and technical work in the BMB for the California Department of Insurance, including three headquarters and nine field offices statewide. The incumbent must express a high degree of initiative in the development and coordination of various activities including, but not limited to, contracts management. The position has contact with a wide variety of departmental staff, in addition to close and frequent contact with other governmental agencies, departmental management, and the public. This position requires knowledge of, and ability to apply various laws, rules, policies, and procedures to effectively execute assigned tasks.

#### **DESIRABLE QUALIFICATIONS:**

- General knowledge of all business services activities, ability to learn rapidly, follow directions and work as part of a team.
- Flexibility, ability to work well under pressure with short deadlines, prioritize multiple tasks, be organized.
- Maintain consistent and regular attendance to meet work commitments.
- Experience working with State contract documents.
- Completion of the Department of General Services (DGS) California Procurement and Contracting Academy (CalPCA).
- Strong computer skills utilizing Microsoft Word, Access, and Excel.
- Good communication skills, both verbal and written.
- Ability to reason logically, good negotiation skills and ability to work well with all types of people.

#### **WHO MAY APPLY:**

Applications will be accepted from current State employees at the Associate Governmental Program Analyst level, those within transfer range, or individuals who have list eligibility.

Training and Development assignments may be considered. All applications will be reviewed;

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#### **DO NOT SUBMIT APPLICATIONS TO CalHR**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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however, only the most qualified candidates will be interviewed. **Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.**

**APPLICATION PROCEDURE:** Send a completed standard [State Application STD 678](#) to Tina Brown, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE “Associate Governmental Program Analyst #413-193-5393-009” ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3351 or email [tina.brown@insurance.ca.gov](mailto:tina.brown@insurance.ca.gov).

**FINAL FILING DATE:** December 30, 2013 by 5 p.m., Close of Business

Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CALHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate state application (STD 678) is required for each recruitment for which you would like to be considered.

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